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# Message Text

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ORIGIN SS-15

INFO OCT-01 ARA-06 ISO-00 NSC-05 A-01 SSO-00 NSCE-00
USSS-00 SY-05 OPR-02 OC-06 CCO-00 PRS-01 WRD-01
/043 R

DRAFTED BY S/S-S: BBODINE:MJ
APPROVED BY S/S-S: LJREDDY
S/S:PTARNOFF
NSC:PASTOR
A:GILDEA
----------260221Z 047829 /72-65
O 260047Z MAY 77
FM SECSTATE WASHDC
TO AMEMBASSY KINGSTON IMMEDIATE
AMEMBASSY SAN JOSE
AMEMBASSY QUITO
AMEMBASSY LIMA
AMEMBASSY BRASILIA
AMEMBASSY BOGOTA
AMEMBASSY CARACAS
AMCONSUL RECIFE

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E.O. 11652: N/A

TAGS: OVIP (CARTER, ROSALYNN) PFOR

SUBJECT: S/S SUPPORT FOR MRS. CARTER'S TRIP TO LATIN AMERICA, MAY 30 - JUNE 12, 1977

1. SECRETARIAT STAFF (S/S) OFFICER BARBARA BODINE WILL ACCOMPANY MRS. CARTER ON HER MAY 30 - JUNE 12 TRIP TO LATIN AMERICA FOR PURPOSE OF PROVIDING GENERAL STAFF SUPPORT TO MRS. CARTER AND PARTY; ASSISTING IN PREPARATION OF LIMITED OFFICIAL USE

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SCHEDULES AND IN ASSEMBLY OF BRIEFING MATERIALS; AND COORDINATING, WHERE APPROPRIATE, ACTIVITIES OF OFFICIAL PARTY. FYI: THERE WILL BE NO S/S ADVANCE TEAMS FOR THIS TRIP, NOR WILL MS. BODINE BE ACCOMPANIED BY AN S/S SECRETARY.

2. POST SHOULD DESIGNATE S/S LIAISON OFFICER, WHO SHOULD

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BE COMPLETELY READ INTO VISIT AND PREPARED TO ASSIST S/S OFFICER FULL-TIME DURING INITIAL STAGES OF VISIT TO BRIEF INCOMING OFFICER ON LAST-MINUTE DEVELOPMENTS, DIRECT MEMBERS OF PARTY TO APPROPRIATE OFFICES, AND GENERALLY ASSIST IN SETTING UP OFFICE OPERATION. LIAISON OFFICER SHOULD MEET S/S OFFICER AT AIRPORT AND PLAN TO ASSIST IN TRANSPORTING CLASSIFIED MATERIAL. PLEASE CABLE NAME OF LIAISON OFFICER TO DEPARTMENT SOONEST SLUGGED FOR S/S.

3. CABLE TRAFFIC: S/S WILL MAKE DISTRIBUTION OF ALL DEPARTMENT CABLES TO MRS. CARTER'S PARTY. ESPECIALLY SENSITIVE OR "EYES ONLY" TRAFFIC SHOULD BE DELIVERED IN SEALED ENVELOPES BEARING NAME OF ADDRESSEE. OTHERWISE, S/S WILL REQUIRE 10 COPIES OF ALL CABLES SLUGGED FOR MRS. CARTER'S PARTY AND SAME NUMBER OF COPIES OF SIGNIFICANT EMBASSY TRAFFIC. S/S WILL REVIEW THESE REQUIREMENTS WITH COMMUNICATIONS SUPERVISOR AS SOON AS POSSIBLE AFTER ARRIVAL. CABLE SERVICE SHOULD COMMENCE TWO HOURS PRIOR TO SCHEDULED ARRIVAL OF PARTY; S/S LIAISON OFFICER SHOULD HOLD FIRST TAKE IN S/S OFFICE FOR ARRIVAL OF BODINE.

4. S/S WILL BE ON CALL 24 HOURS A DAY, AND WILL KEEP COMMUNICATIONS UNITS INFORMED ON WHEREABOUTS AT ALL TIMES. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S OF IMPORTANT MESSAGES ARRIVING FOR MRS. CARTER'S PARTY, AND SHOULD PROMPTLY INFORM THEM OF ANY COMMUNICATIONS DIFFICULTIES THAT MIGHT DELAY OR HALT MESSAGE TRAFFIC.

5. MEDIA REPORTS: ENGLISH-LANGUAGE TICKER SERVICE SUCH
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AS UPI, AP OR REUTER WILL BE NEEDED. EIGHT SETS OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0700 EACH MORNING, AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2100. EACH STORY SHOULD BE REPRODUCED ON A SEPARATE PAGE. THIS SERVICE SHOULD BE INITIATED TWO HOURS PRIOR TO ARRIVAL OF MRS. CARTER'S PARTY. IN ADDITION, POST SHOULD PROVIDE S/S EACH MORNING WITH SIX COPIES OF MIAMI HERALD AND OF LOCAL ENGLISH-LANGUAGE DAILY, IF ANY.

6. COURIER ASSISTANCE: AS DICTATED BY PHYSICAL ARRANGEMENTS (DISTANCE OF SECRETARIAT AND DELEGATION OFFICES FROM CHANCERY) COURIER OR COURIERS WILL BE REQUIRED TO LINK SECRETARIAT OFFICE WITH EMBASSY C&R UNIT. THREE COURIERS MAY BE NECESSARY IN EVENT THAT S/S OFFICE IS DISTANT FROM CHANCERY AND KEY MEMBERS OF MRS. CARTER'S PARTY ARE IN THIRD LOCATION. WE DO NOT ANTICIPATE THAT THIS WILL BE FULL-TIME SERVICE. FOR PLANNING PURPOSES, POST SHOULD SCHEDULE FIRST COURIER RUN TO S/S OFFICE AT 0700, WITH SUBSEQUENT RUNS DICTATED BY VOLUME AND/OR URGENCY OF TRAFFIC

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AND FINAL RUN PROBABLY AROUND 2300. S/S LIAISON OFFICER SHOULD PROVIDE S/S WITH COURIER SHIFT SCHEDULE UPON ARRIVAL AT POST; THIS MAY THEN BE ADJUSTED IN LIGHT OF ACTUAL DEMAND AND AVAILABILITY OF PERSONNEL. COURIERS SHOULD, OF COURSE, HAVE ACCESS TO MOTOR POOL TRANSPORTATION WHERE REQUIRED.

7. SECRETARIAL ASSISTANCE: WOULD APPRECIATE ASSIGNMENT OF EMBASSY SECRETARIES TO S/S FOR SHIFTS OF APPROXIMATELY 0900-1600 AND 1600-CLOSING. FOR EACH SHIFT, WOULD

APPRECIATE ONE SECRETARY ON DUTY. S/S LIAISON OFFICER SHOULD ALSO PROVIDE S/S WITH A SECRETARIES' SHIFT SCHEDULE UPON ARRIVAL AT POST.

8. CLASSIFIED STORAGE: POST SHOULD ENSURE THAT THERE IS SUFFICIENT SPACE IN S/S OFFICE OR ADJACENT GUARDED AREAS
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TO ACCOMMODATE CLASSIFIED CONTAINERS (PROBABLY ONE FOOT-LOCKER AND A DOZEN OR MORE SATCHELS). VANCE

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# Message Attributes

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**Current Classification:** UNCLASSIFIED
**Concepts:** n/a
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**Decaption Date:** 01-Jan-1960 12:00:00 am
**Decaption Note:**
**Disposition Action:** RELEASED
**Disposition Approved on Date:**
**Disposition Case Number:** n/a
**Disposition Comment:** 25 YEAR REVIEW
**Disposition Date:** 22 May 2009
**Disposition Event:**
**Disposition History:** n/a
**Disposition Reason:**
**Disposition Remarks:**
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**Enclosure:** n/a
**Executive Order:** N/A
**Errors:** N/A
**Expiration:**
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**Original Previous Classification:** n/a
**Original Previous Handling Restrictions:** n/a
**Page Count:** 3
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**Previous Handling Restrictions:** n/a
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**Status:** NATIVE
**Subject:** S/S SUPPORT FOR MRS. CARTER\'S TRIP TO LATIN AMERICA, MAY 30 - JUNE 12, 1977
**TAGS:** OVIP, PFOR, XM, (CARTER, ROSALYNN)
**To:** KINGSTON SAN JOSE MULTIPLE
**Type:** TE
**vdkvgwkey:** odbc://SAS/SAS.dbo.SAS_Docs/80603289-c288-dd11-92da-001cc4696bcc
**Review Markings:**
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